

District 279

The Professional Learning Team Process Unwrapped



➤ Step 1

- Identify standard and key essential learning.
- Review data to determine student learning needs.

➤ Step 2

- Choose quality assessments:
 - Review state and local assessments, e.g. MAP, MCA, etc.
 - Identify common formative assessments.
 - Use course-alike common assessments, e.g. ACCESS, SWIS, etc.
- Determine student starting points:
 - Collect and chart data.
 - Disaggregate by levels of preparedness as well as race.
 - Analyze data for trends, patterns, strengths, and obstacles.

➤ Step 3

- Develop a SMART goal:
 - Specific - Select a goal that is specific to the content and students taught.
 - Measureable - Identify the instrument(s) used to measure student achievement of the goal.
 - Achievable - Ensure that the learning outcome is appropriate and achievable.
 - Realistic - Confirm that the goal is rigorous and realistic.
 - Time bound - Clearly state the timeframe for assessment of student progress.

➤ Step 4

- Create an Action Plan:
 - Select culturally responsive common instructional strategies based on best practice.
 - Determine frequency and duration.
 - Plan for reteaching and enrichment.

➤ Step 5

- Monitor student progress:
 - Monitor progress toward goal attainment AND strategy effectiveness through formative assessment processes.
- Make modifications to instruction based on assessment.

➤ Step 6

- Engage in meaningful reflection:
 - Make suggestions about how instruction could be improved.
 - Use reflection to make essential decisions for upcoming instruction.